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# INTRODUCING A LIGHTWRITER

**Step-by-Step Tutorials  
for Therapists and Clients**

## User Training Pack

by Catherine Harris MRCSLT

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Produced by:

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# Introduction

Lightwriters are small portable text-to-speech communication aids.

They **are** extremely easy to use at their most **basic** level of function i.e. **TURN ON AND TYPE**

However, as a specialist therapist working with AAC, I have recognised that however simple the manuals are meant to be, they may represent a real challenge to both therapists and clients.

The Core tutorials in this pack were developed to be used with clients as a step-by-step introduction to the Lightwriter. Less frequently used functions are included in the Advanced section. The complete pack can be used for equipping therapists and others so that they can feel more confident and effective in the support role.

The record sheet can be updated as the functions are mastered.

The pack is not intended to replace the manual and should not be presented to the client without the appropriate support, ideally over a minimum of 3 sessions.

Please do not photocopy the sheets as they are copyright and they are presented in colour as part of the whole package.

There has been positive feedback from both therapists and clients who have helped in piloting this pack and it is hoped that it will be of practical benefit to all those who are involved in using a Lightwriter.



**Catherine Harris**

Specialist Speech and Language Therapist

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## Acknowledgements

With grateful thanks to my colleagues in Portsmouth and especially to Paula Pyke for her administrative support. Also appreciation for my clients and their carers who have been so enthusiastic and encouraging about this resource.

## Dedication

In memory of June Henderson, a brave and intelligent woman, who quickly mastered the Lightwriter so that she could continue to enquire about the wellbeing of others. She died in December 2001 from M.N.D. and is remembered by those who knew her with respect and love.

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## Feedback

I would be pleased to hear any feedback on this pack or suggestions for additions or improvement. Please contact me at: CAHarris78551000@aol.com

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## Overview

This Training Package is divided into 2 sections:

### 1 **User Training Pack**

This section is designed for working with Lightwriter users and contains 2 sections:

#### a) **Direct Selection**

User Guides for people accessing the Lightwriter with the keyboard.

#### b) **Scanning**

User Guides for people accessing the Lightwriter with one or two switches.

### 2 **Information for Therapists and Carers**

This section is aimed at facilitators and provides information on how to set up most of the Lightwriter's commonly-used features.

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## Instructions for Use

- 1 Open **User Training Pack.pdf** or **Information for Therapists and Carers.pdf** as appropriate.
- 2 Preview the contents of the training pack on your computer and print out relevant pages for use with the client or your own reference. These documents are designed to be printed in colour for full benefit.
- 3 It is suggested that if possible the pages are laminated for ease of handling and durability for use with clients. Some topics print out over 2 pages, and these may be laminated back-to-back.

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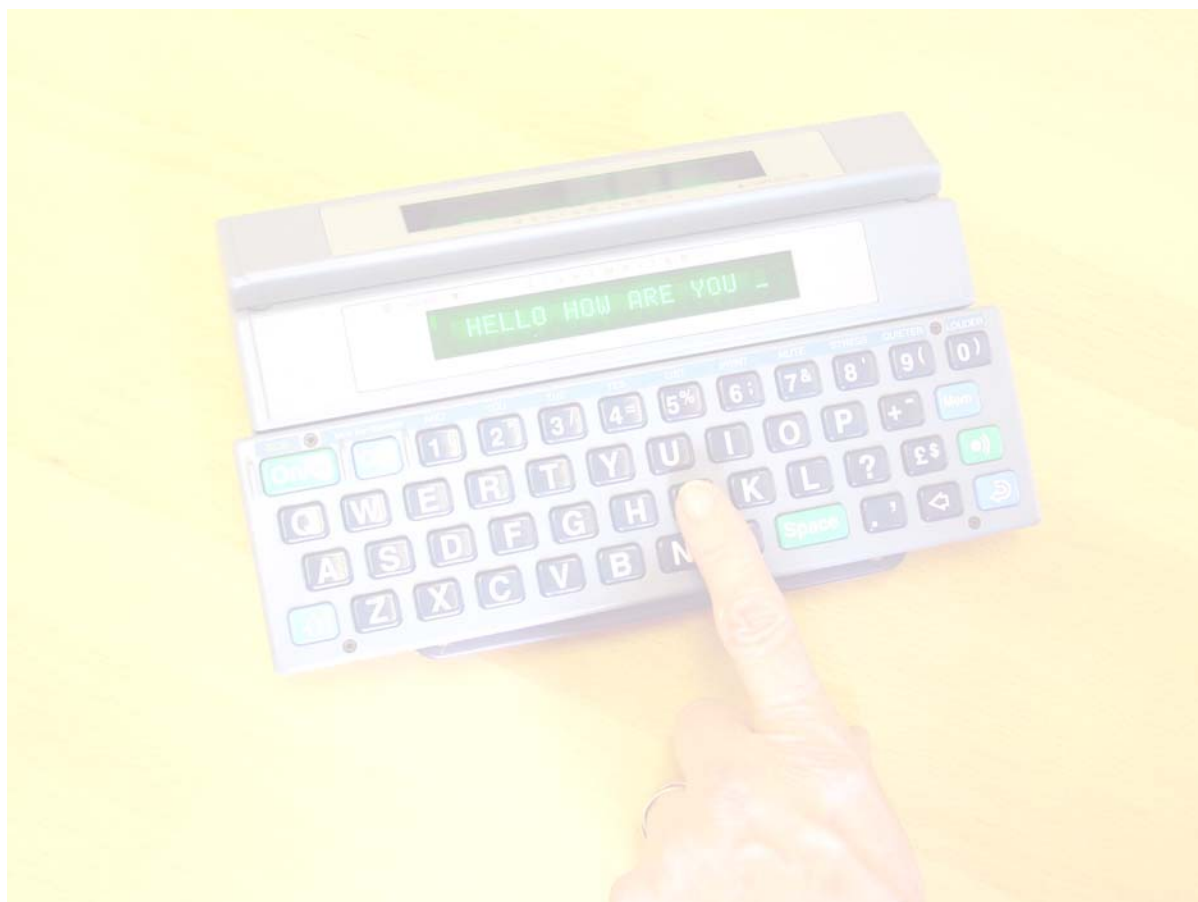
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# Section 1

## Direct Selection



## Lightwriter Training Input: Direct Selection

Model: \_\_\_\_\_ Accessories \_\_\_\_\_

Client: \_\_\_\_\_ Therapist: \_\_\_\_\_

Supply Date:     /     /

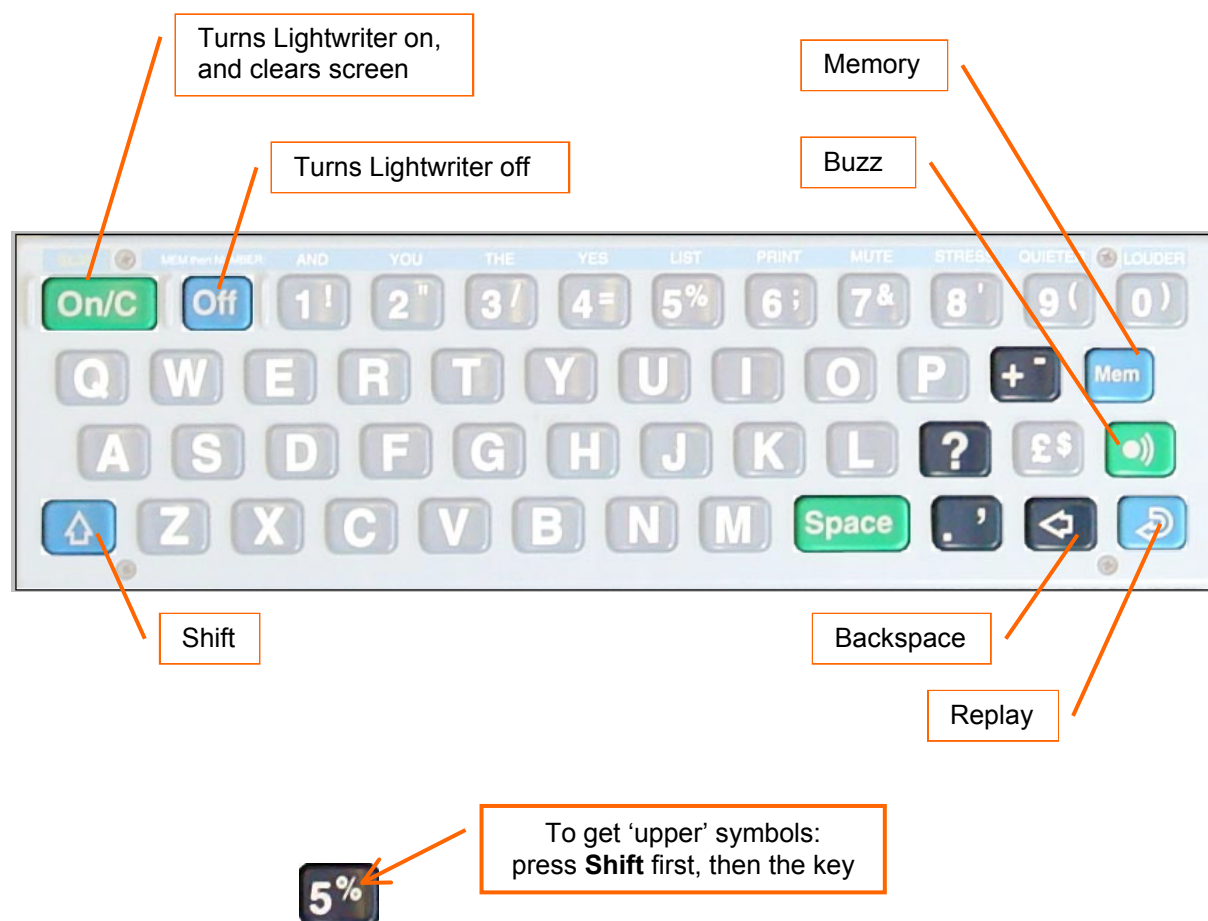
Function	Training given - date	Independent- date
<b>Core Topics</b>		
1. Keyboard Diagram		
2. Introduction		
3. Setups		
4. Time Savers!		
5. Memory Function		
6. Abbreviations		
7. Calculations		
8. Tunes		
9. Printing		
<b>Additional Functions</b>		
10. Word Prediction		
11. Multiple Word Predictions on an SL87		
12. Speech Exceptions		
13. Editing		
<b>Practice Sheets</b>		
1. Introduction		
2. Memories		
3. Storing Your Own Message		
4. Abbreviations		
5. Calculations		
6. Setups		

# Part 1:

# Core Topics

# Keyboard Diagram

## LightTouch Keyboard



## General

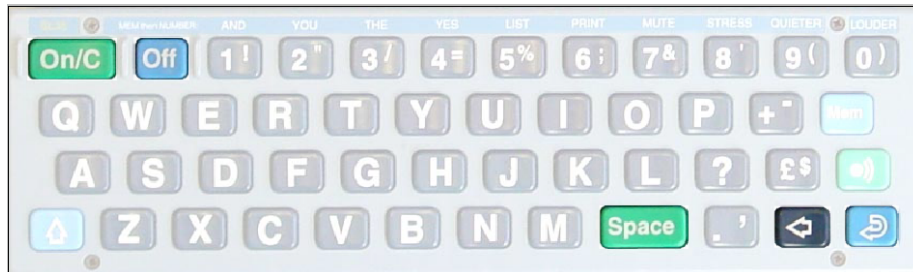
- Charge the Lightwriter overnight after use.
- The Lightwriter can be cleaned with a damp cloth. Do not immerse in water.
- If the Lightwriter becomes 'jammed' and stops working: hold the **Off** key down for 20 seconds, then release. The Lightwriter will reset itself. Wait for **Resetting** (or **Restarting**) to show on the display.



# Introduction

This exercise will teach you how to turn the Lightwriter on and start typing messages

Keys used:

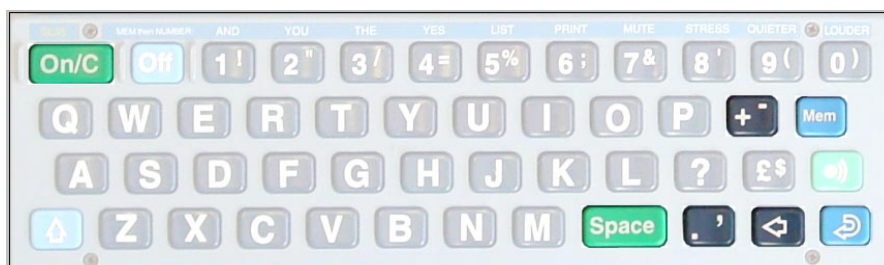










1. Press **On/C** to turn the Lightwriter ON
2. Type some words. Use **Space** for gaps between words.
3. Use **⬅** (*Backspace*) to correct mistakes
4. Press **↺** (*Replay*) to replay your message
5. To clear the screen and the last message(s): press **On/C**
6. Press **🔊** to summon attention.  
Press **⬆** then **🔊** for a different alarm.
7. To switch the Lightwriter OFF: press **Off**

# Discovering the Setups!

This exercise will teach you how to change the Lightwriter settings to suit your own requirements

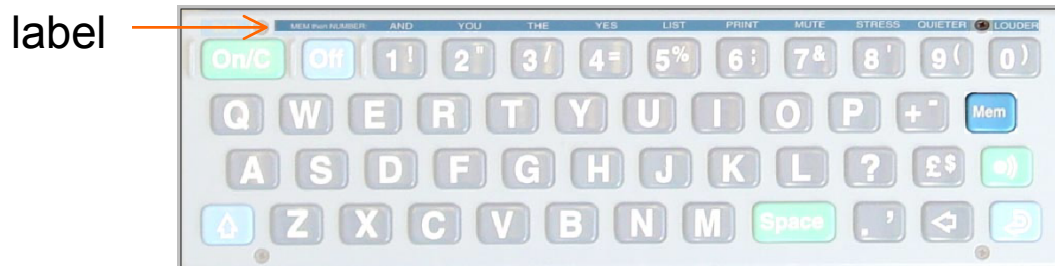
Keys used:



1. To enter setups: press  then 
2. To go to next setup: press 
3. To go to previous setup: press 
4. To quickly access a setup: press first letter of that setup repeatedly until it appears
5. To go to next group: press 
6. To change a setup: press 
7. To find out what a setup does: press 
8. To leave setups: press  and any setup changes will be stored.

# Time Savers!

This exercise will teach you some of the Lightwriter shortcuts



The words and functions written along the top of the Lightwriter keyboard are to help you save time.





1. Press **Mem** then **1** to type **AND**
2. Press **Mem** then **2** to type **YOU**
3. Press **Mem** then **3** to type **THE**
4. Press **Mem** then **4** to type **YES**
5. Press **Mem** then **5** to show list of saved memories
6. Press **Mem** then **6** to Print  
(Check printer is setup and plugged in - see guidelines on printing)
7. Press **Mem** then **7** to turn the speech off.  
Press **Mem** then **7** to turn the speech on again.
8. Press **Mem** then **9** to reduce volume
9. Press **Mem** then **0** to increase volume

# Using the Memory



## Saving and replaying messages

This exercise will teach you how to save messages that you want to use frequently, and how to replay stored messages

### To save a message

1. Press 
2. Type in a word or message.
3. Press  then  Screen says **Save? A to Z, or +**
4. Choose a letter to save it under, and press the key for that letter.
5. Screen says **Save? Y=OK** Press  to confirm.
6. Screen says **Saved** briefly, and then shows the word or message again.



### To replay a message saved in the memory




1. Press 
2. Press any key under which a memory has been saved. For example: try  key. *This is a factory-stored message, and can be overwritten.*

## Deleting stored memories






This exercise will teach you how to delete memories stored in the Lightwriter

### First, preview the stored memories

You can see all the stored memories and abbreviations by pressing  then 

- a) Scroll through list by pressing 
- b) Go back by pressing 
- c) Use  key to show the letter under which the memory is stored. Press again to hide the letter.

### To delete a stored memory

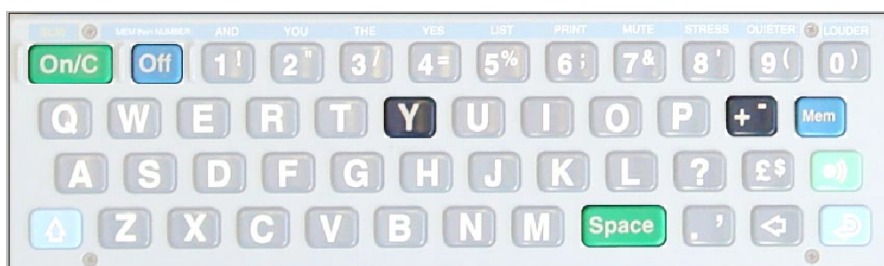
- a) Use  to clear the screen
- b) Press  then  Screen says **Save? A to Z, or +**
- c) Press the letter of memory you want to delete.
- d) Screen says **Save? Y=OK** Press 
- e) Screen says **Delete Old? Y=OK** Press  to confirm.
- f) Screen says **Ok** briefly, and then clears automatically.
- g) This memory is now deleted (or reverts to factory setting).

# Abbreviations

## Storing and replaying abbreviations

This exercise will teach you how to store frequently-used messages on the Lightwriter as abbreviations, and how to replay them

Keys used:



### To save an abbreviation

- 1 Press **On/C** to clear the screen.
- 2 Type in the word or phrase you want to save.  
e.g. **Speech and Language Therapist**
- 3 Select **=** (**↑** then **4=**)
- 4 Type in the abbreviation to save it as, eg: **SLT**
- 5 Press **Mem** then **Mem**
- 6 Screen says **Save? A to Z, or +** Press **+** to save.
- 7 Screen says **Save? Y=OK** Press **Y** to confirm.

Abbreviations are stored in the format:

**SUMMARY:** full text = abbreviation **Mem** **Mem** **+**

### To replay an abbreviation



1. Type in abbreviation e.g. **SLT** then **Space** and the full message will appear.




**SUMMARY:** abbreviation **Space**

## Deleting a stored abbreviation











This exercise will teach you how to delete messages stored as abbreviations

### First, preview the stored abbreviations

You can see all the stored memories and abbreviations by pressing  then 

- Scroll through by pressing 
- Go back by pressing  (Backspace)
- Use  (Fullstop) to show/hide the letter code under which the memory is stored.  
(LW=Lightwriter is a factory-stored example)

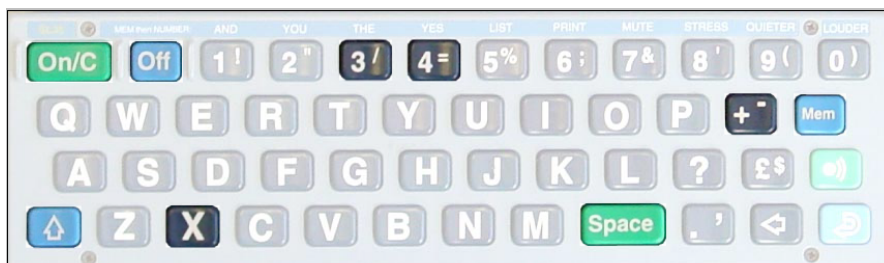
### To delete an abbreviation

- Use  to clear screen
- Type in abbreviation followed by  ( then )  
e.g. **SLT=**
- Press  then  then 
- Screen says **Save? Y=OK** Press 
- Screen says **Delete Old? Y=OK** Press  to confirm
- Press  to clear screen
- This abbreviation is now deleted!

# Calculations

This exercise will teach you how the Lightwriter can be used as a calculator

Keys used:



## Addition

1. Type in the first number
2. Select **+** (**+<sup>-</sup>**)
3. Type in the second number
4. Select **=** (**↵** then **4=**)

*Answer will be revealed!*

first number + second number = answer

## Subtraction





1. Type in the first number
2. Select **-** (**↵** then **+<sup>-</sup>**)
3. Type in the second number
4. Select **=** (**↵** then **4=**)

*Answer will be revealed!*

first number - second number = answer









## Multiplication

1. Type in the first number
2. Press  key for 'times'
3. Type in the second number
4. Select  ( then )

*Answer will be revealed!*

first number x second number = answer

## Division

1. Type in the first number
2. Select  ( then )
3. Type in the second number
4. Select  ( then )

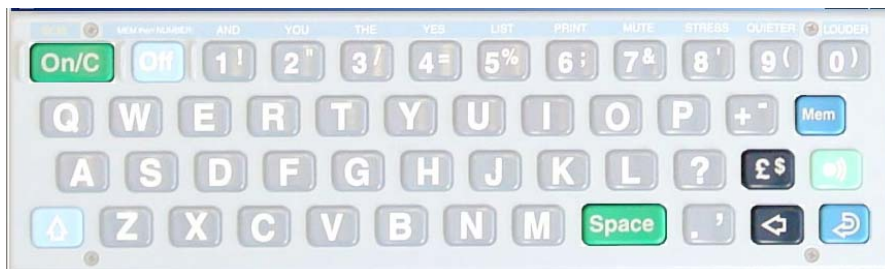
*Answer will be revealed!*

first number / second number = answer

# Playing pre-stored tunes

This exercise will teach you how to play tunes on the Lightwriter

Keys  
used:














1. Press **Mem** then **£\$**
2. There is a choice of tunes including:
  - *Beethoven's 5<sup>th</sup>*
  - *Happy Birthday*
  - *Rule Britannia*

Scroll through using **Space**

Scroll back using **↩**







3. Press **↪** to play the tune
4. Hit any key to stop the tune

# Printing













1. Check the Lightwriter Port is set up for a Printer:
    - a) Press 
    - b) Press  then  to enter setups menu.
    - c) Press the  key repeatedly to find **Port 1** setup (or **Port 2**, if **Port 1** is already being used)
    - d) Change setting to **Printer** using  key
    - e) Press the  key once more to find **Printer** setup.
    - f) Change setting to **MiniPrinter** (or **DeskJet**, etc for A4 printers if required) using  key
    - g) Press 
  2. Plug the Printer into Port 1 (right hand side of Lightwriter) or Port 2 (left hand side of Lightwriter), according to which Port is set to: Printer
  3. Press 
  4. Type some text
  5. Press  then  to print
-

## Practice Sheet: *Introduction*







Try these tasks to practice:

1. Type in **your name**
2. Type in **your address**
3. Type in **your phone number** – *notice how it speaks it as a large number*
4. Type in **your phone number** putting a space between each number – *notice how it now speaks it correctly*
5. Deliberately spell your name incorrectly.  
Use  to delete incorrect letters, and then re-type your name correctly.
6. Deliberately spell your name incorrectly  
Use  then  to delete the last word, and then re-type your name correctly
7. Type in **your name**. Press , then  to turn Lightwriter on again. Pressing  will recall the last message.

## Practice Sheet - *Memories*

1. Press  and then .  
*Listen to the message*
  2. Press  and then .  
*Listen to the message*
  3. Press  and then .  
*Listen to the message*
  4. Find the message  
*Hello how are you* (   )
  5. Find the message  
*Would you please ...* (   )
  6. Find the message  
*Say that again* (   )
- 









## Practice Sheet - *Storing Your Own Message*

1. Press  to clear screen
  2. Type in your name
  3. Press  then  and then first letter of your name
  4. Press  to confirm saved
  5. *Now try it out!*
  6. Press  to clear screen
  7. Press  and first letter of your name
-






## Practice Sheet - Abbreviations

Try to use logical abbreviations to make them easier to remember.  
e.g. **HF** = How are you feeling?


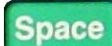
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1. Press  to clear screen
  2. Type in **How are you feeling? = HF**
  3. Press  then 
  4. Press  to save
  5. Press  to confirm saved
  6. Now try it out!
  7. Press   then 
  8. Watch and listen!
- 

Now think of a phrase you would like to store.  
What is a logical abbreviation?

1. Press  to clear screen
2. Type in phrase = abbreviation
3. Press  then 
4. Press  to save
5. Press  to confirm

*Now try it out!*

6. Press  to clear screen
7. Type in your abbreviation then 

*Watch and listen!*

---

## Practice Sheet - *Calculations*

### Addition

$24 + 12$

$2106 + 346$

$18 + 21$

$821 + 889$

$108 + 43$

$42 + 2986$

### Subtraction

$106 - 84$

$4832 - 3971$

$2107 - 231$

$6261 - 384$

$96 - 63$

$5632 - 79$

### Multiplication

$63 \times 12$

$21 \times 23$

$48 \times 26$

$1042 \times 16$

$108 \times 13$

$57 \times 83$

### Division

$108 \div 9$

$144 \div 12$

$263 \div 8$

$1060 \div 106$

$1042 \div 20$

$2644 \div 22$

# **Part 2:**

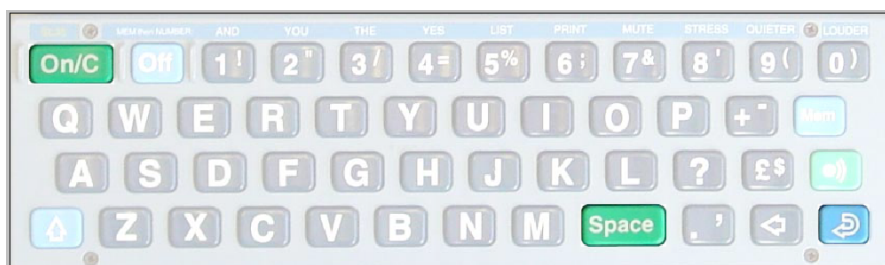
# **Additional Functions**








# Word Prediction

This exercise will teach you how the Lightwriter's Word Prediction operates. This may help to speed up your typing. Try it and see.

Keys used:





The Word Prediction can be set to predict after 1, 2 or 3 letters. This is changed in the Lightwriter's setups.

1. Type in the first letter of the word  
The Lightwriter predicts what you might want to say. It shows the prediction in small letters after the letter you have entered, eg **T** will predict **The**
2. If this is the word you were thinking of: press   
This will enter the whole word, followed by a space.
3. If the letter you have typed is the word you want:  
press 
4. If it is not the right word, enter the next letter. Notice that the word prediction changes.
5. If this is the word you were thinking of: press 
6. If the letters you have typed is the word you want:  
press 
7. Continue until the word you want is shown.
8. If the Word Prediction stops showing any more words: type the rest of the word, followed by , as normal.


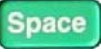
Eg: to type the word **TOMORROW**

## Word Prediction after one letter

1. Type in **T** The Lightwriter predicts **The**
2. Type in **O** The Lightwriter predicts **Too**
3. Type in **M** The Lightwriter predicts **TOMorrow**
4. To select **TOMORROW**: press 
5. To select **TOM**: press 


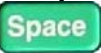
## Word Prediction after 2 letters

The Lightwriter will not show any predicted words until you have typed 2 letters.

1. Type in **T**
2. Type in **O** The Lightwriter predicts **Too**
3. Type in **M** The Lightwriter predicts **TOMorrow**
4. To select **TOMORROW**: press 
5. To select **TOM**: press 

## Word Prediction after 3 letters

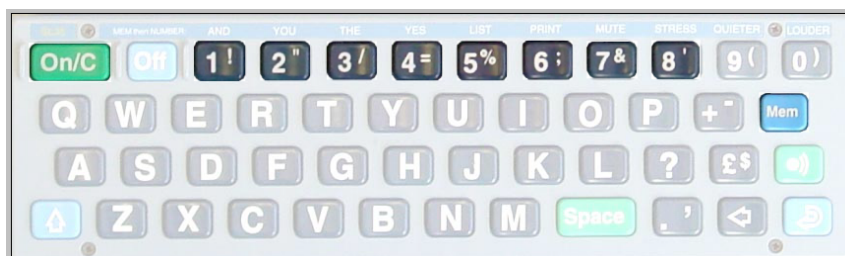
The Lightwriter will not show any predicted words until you have typed 3 letters

1. Type in **T**
2. Type in **O**
3. Type in **M** The Lightwriter predicts **TOMorrow**
4. To select **TOMORROW**: press , or  
To select **TOM**: press 

# Multiple Word Predictions on an SL87

This exercise will teach you how the Lightwriter's Word Prediction operates. This may help to speed up your typing. Try it and see.

Keys used:



The Word Prediction can be set to predict after 1, 2 or 3 letters. This is changed in the Lightwriter's setups.

1. Type in the first letter of the word. The Lightwriter predicts what you might want to say. It will show 8 predictions on the blue screen:

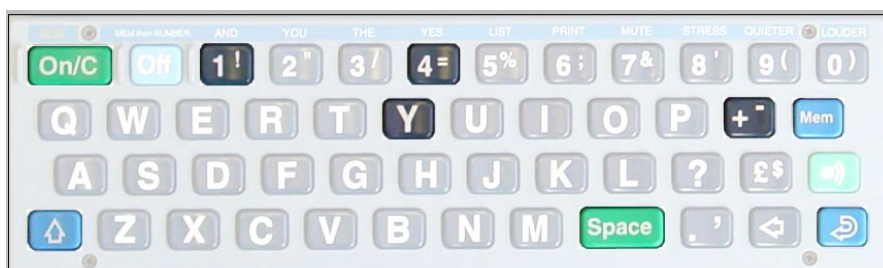


2. If one of these is the word you were thinking of: press the number key (1-8) shown next to the word. This will enter the whole word, followed by a space.
3. If the word is not shown: enter the next letter. Notice that the 8 word predictions change.
4. If word you were thinking of is now shown: press the number key (1-8) shown next to the word.
5. If the letters you have typed is the word you want: press **Space**
6. Continue until the word you want is shown.
7. If the Word Prediction doesn't find your word: type the rest of the word, followed by **Space**, as normal.

# Speech Exceptions

This exercise will teach you how to correct the pronunciation of words that the Lightwriter mispronounces

Keys used:



The Lightwriter may mispronounce certain words, eg names and place names. It can be taught to pronounce them correctly.

Note that some words have two pronunciations for the same spelling, eg:

listen to the **wind** and rain

could you **wind** the clock?



have you **read** this book?

no, I'd like to **read** it













**NOTE:** for words with dual pronunciations the Lightwriter speech synthesiser will always pronounce the most common use, and it does not look at the context of the sentence.!

## To experiment improving a word's pronunciation

If you find a word that is not at present pronounced correctly, and want to save with correctly pronunciation:

1. Type the word, and press  to speak it aloud. Note how it is mispronounced.
2. Re-spell the word, and press  to see if the pronunciation is now correct. Try phonetic spelling, or even a gap in the word.
3. When you have found a better pronunciation: proceed to next section.

## To save a speech exception







1. Press 
2. Select  ( then )
3. Type in the word with correct spelling.
4. Select  ( then )
5. Type in the word with spelling which will give a better pronunciation
6. Press  then  then 
7. Screen says **Save? Y=OK** Press  for OK
8. Press 

When you next type in this word, the pronunciation should now be accurate.

Eg: EDINBURGH=EDINBRER   

**SUMMARY:** mispronounced word = re-spelled word   +

## To delete a speech exception

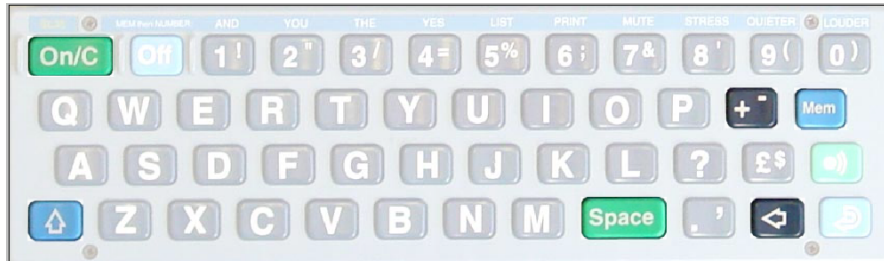
1. Type  correct spelling of word =
2. Select  then  then 
3. Screen says **Save? Y=OK** Press  to confirm
4. Screen says **Delete old?** Press  to confirm

**SUMMARY:** ! mispronounced word =   +

# Editing

This exercise will teach you how to edit text stored in a Lightwriter this may be especially useful if you are printing text.










Keys used:



Type in some sample text.

1. Press then
2. Use or to move the cursor to the right or left respectively
3. Characters or numbers will be inserted into the text at the cursor position, moving the text to the right
4. To get to beginning of text: press then then
4. To get to end of text: press then

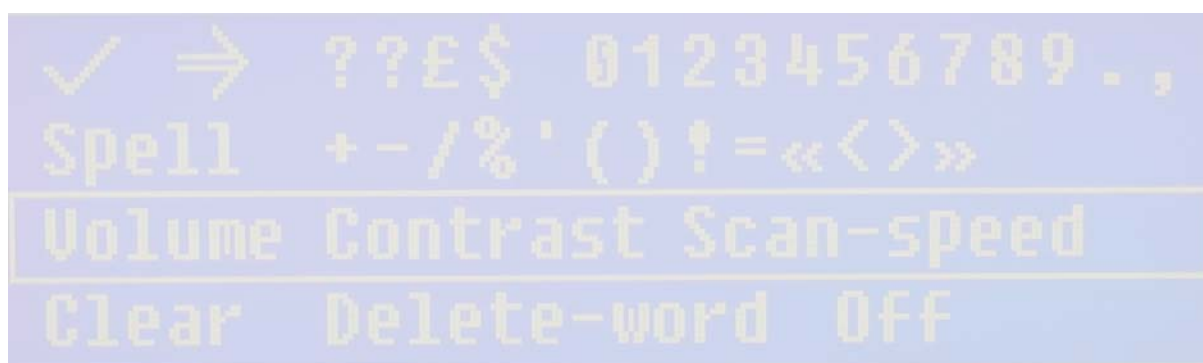
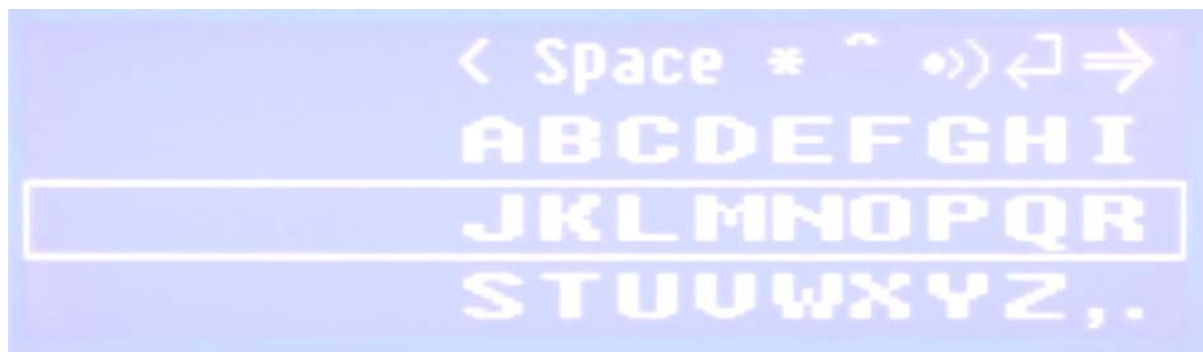
## Practice Sheet: Setups

1. Press  then  to enter setups
2. Press  repeatedly to show the **Voice** setup.
3. Press  to hear the voice gender/personality.
4. Press  and select a different voice personality  
Press  to hear the new voice personality
5. When you have found a voice personality that suits you: Press  repeatedly to show the **Speak** setup.
6. Use the  key to select:  
**Each Word** (Lightwriter will speak each word as it is typed) or  
**Replay** (Lightwriter will only speak when is  key is pressed)

---

# Section 2

## Scanning





---

## Lightwriter Training Input: Scanning

Switch: \_\_\_\_\_ Movement used: \_\_\_\_\_

Model: \_\_\_\_\_ Accessories \_\_\_\_\_

Client: \_\_\_\_\_ Therapist: \_\_\_\_\_

Supply Date:     /     /

Function	Training given - date	Independent - date
<b>Core Topics</b>		
1. Screen Layout		
2. Introduction		
3. Word Prediction		
4. Memory Function		
5. Abbreviations		
6. Changing the Scan Speed		
7. Changing the Volume		
8. Printing		
9. Calculations		
10. Tunes		
<b>Additional Functions</b>		
11. Changing the Setups		
<b>Practice Sheets</b>		
1. Introduction		
2. Memories		
3. Abbreviations		
4. Calculations		

---

# **Part 1:**

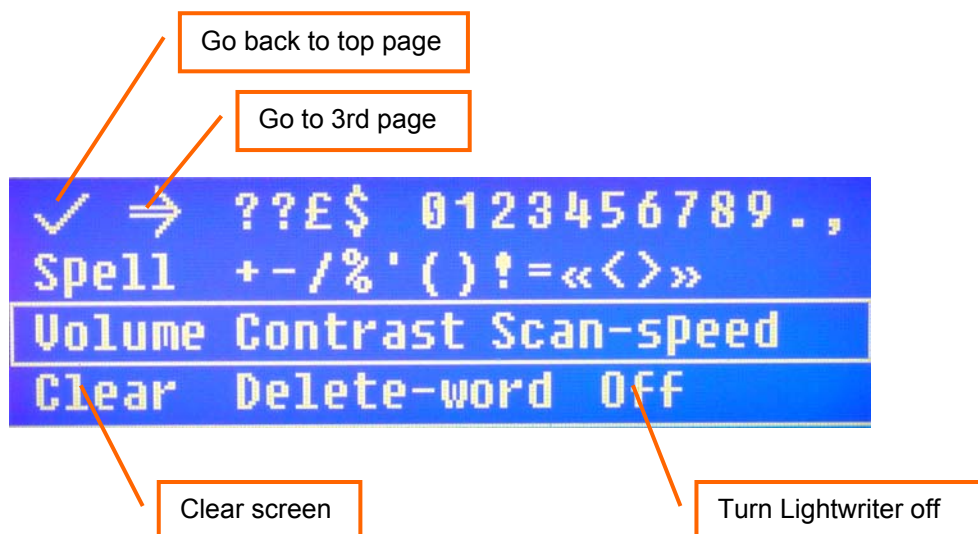
# **Core Topics**

# Screen Layout

## Top page



## 2<sup>nd</sup> page



## 3<sup>rd</sup> page



# Introduction

This exercise will teach you how to turn the Lightwriter on and start creating messages

functions  
used:



1. Press the switch to turn the Lightwriter ON
2. Enter some words. Use **Space** for gaps between words.
3. Use **<** (*Backspace*) to correct mistakes
4. Select **↶** (*Replay*) to replay your message
5. To clear the screen and the last message(s): select **⇒** then **Clear**
6. Select **»»** to summon attention.  
Select **⇒** then **⇒** then **Alarm** for a different alarm.
7. To switch the Lightwriter OFF: select **⇒** then **Off**

# Word Prediction

This exercise will teach you how the Lightwriter's Word Prediction operates. This will help to speed up your typing. Try it and see.

word predictions are shown on the left side of the screen:



The Word Prediction can be set to predict after 1, 2 or 3 letters. This is changed in the Lightwriter's setups.

## 1. Enter the first letter of the word

The Lightwriter predicts what you might want to say. It shows the four most common words beginning with the letter(s) you have entered on the left side of the screen.

## 2. If the word you were thinking of is shown: select the row it is in, then select the predicted word.

This will enter the whole word, followed by a space.

## 3. If word is not shown, enter the next letter in the word. Notice that the four word predictions change.

## 4. If the word you were thinking of is now shown: select it, otherwise continue adding additional letters until the word you want is shown.




## 5. If the Word Prediction stops showing any more words: type the rest of the word, followed by **Space**, as normal.

# Using the Memory

## Saving and replaying messages



This exercise will teach you how to save messages that you want to use frequently, and how to replay stored messages

### To Save a message

1. Enter a word or message.
2. Select  then 
3. Screen says **Save? A to Z, or +**
4. Choose a letter to save it under, and select that letter.
5. Screen says **Save? Y=OK** Select  to confirm.
6. The screen will clear automatically.

---



### To Replay a message saved in the memory

1. Select 
2. Select any letter under which a memory has been saved. For example: try . *This is a previously stored message.*




## Deleting a stored memory

This exercise will teach you how to delete memories stored in the Lightwriter

### Previewing stored memories

- a) You can see all the stored memories and abbreviations by selecting 
- b) Select  (fullstop) to show/hide the letter under which the memory is stored.
- c) Scroll through list by selecting **NEXT**
- d) Go back through list by selecting **PREVIOUS**
- e) Select **THIS** to choose current memory.

### To delete a stored memory

- a) Use  then **Clear** to clear the screen
- b) Select  then  then letter of memory you want to delete.
- c) Screen says **Save? A to Z, or +** Select **Y**
- d) Screen says **Delete Old? Y=OK** Select **Y** to confirm.
- e) The screen will clear automatically.

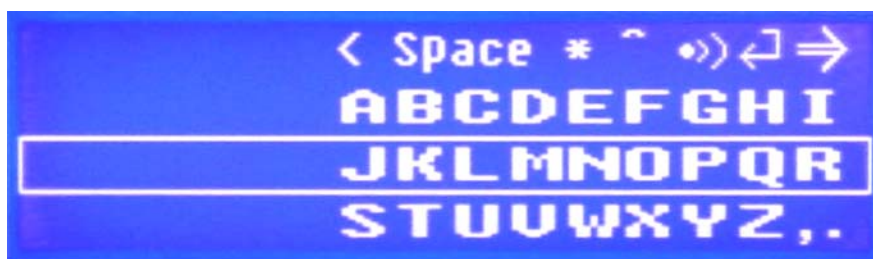
This memory is now deleted or reverts to factory setting.

# Abbreviations

## Storing and replaying abbreviations

This exercise will teach you how to store frequently-used messages on the Lightwriter as abbreviations, and how to replay them

functions  
used:



### To save an abbreviation

Abbreviations are stored in the format:

full text = abbreviation \* \* +

1. Type in  
e.g. Speech and Language Therapist = SLT
2. Select \* then \*
3. Screen says Save? A to Z, or + Select => then +  
to save.
4. Screen says Save? Y=OK Select Y to confirm.

### To replay an abbreviation

1. Type in abbreviation e.g. SLT then Space and the full message will appear.



SUMMARY: abbreviation Space



## Deleting a stored abbreviation






This exercise will teach you how to delete messages stored as abbreviations

### To preview stored abbreviations

- a) You can see all the stored memories and abbreviations by selecting 
- b) Select  (fullstop) to show/hide the letter code under which the abbreviation is stored.
- c) Scroll through list by selecting **NEXT**
- d) Go back through list by selecting **PREVIOUS**
- e) Select **THIS** to choose current abbreviation.

---

### To delete an abbreviation

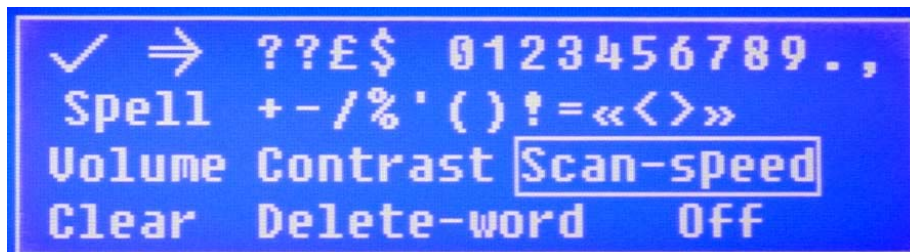
- a) Use  then **Clear** to clear the screen
- b) Enter the abbreviation, e.g. **SLT=**
- c) Select  then  then  then 
- d) Screen says **Save? Y=OK** Select **Y** to confirm.
- e) Screen says **Delete Old? Y=OK** Select **Y** to confirm.

Abbreviation is now deleted!


# Changing the Scan Speed

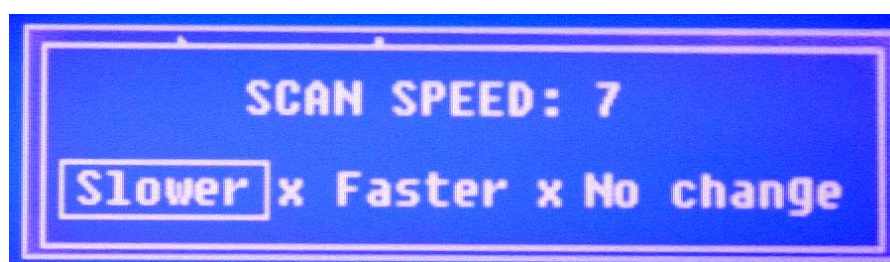
This exercise will teach you how to change the speed of scanning.

functions  
used:



(page 2)

- 1 Select  then **Scan-speed**
- 2 The display will now show:

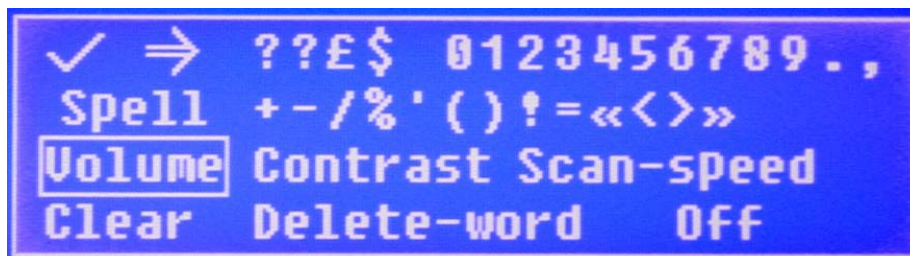


- 3 Select **Faster** to increase speed, or **Slower** to decrease speed.  
*Note that to prevent the possibility of the scan speed being set too fast by mistake, the scan speed can only be changed by one step at a time, and the scan speed setup will automatically exit and the screen will revert to the Top scan screen after a selection is made.*
- 4 Select **No change** to exit setup and return to Top Screen.


# Changing the Volume

This exercise will teach you how to change the volume of speech messages.





functions  
used:











(page 2)




- 1 Select  then **Volume**
- 2 The display will now show:



- 3 Select  to increase the volume by one step, or  to decrease the volume by one step.
- 4 Select  to automatically increase the volume one step at a time, press switch again to stop.
- 5 Select  to exit setup and return to Top Screen.

# Printing

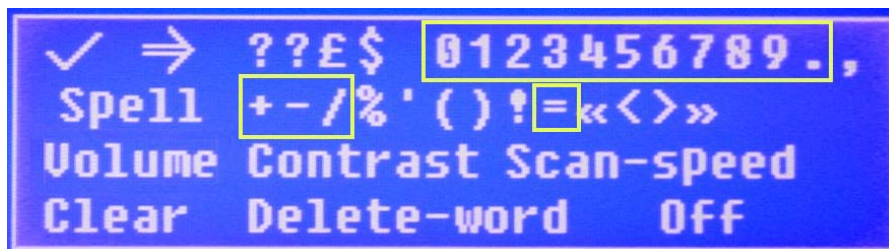
1. Check the Lightwriter Port is set up for a Printer:
    - a) Press 
    - b) Press  then  to enter setups menu.
    - c) Press the  key repeatedly to find **Port 1** setup (or **Port 2**, if **Port 1** is already being used)
    - d) Change setting to **Printer** using  key
    - e) Press the  key once more to find **Printer** setup.
    - f) Change setting to **MiniPrinter** (or **DeskJet**, etc for A4 printers if required) using  key
    - g) Press 
  2. Plug the Printer into Port 1 (right hand side of Lightwriter) or Port 2 (left hand side of Lightwriter), according to which Port is set to: Printer
- 

1. Enter some text.
  2. Select  then  then  to print.
-

# Calculations





This exercise will teach you how the Lightwriter can be used as a calculator

functions  
used:



(page 2)





## Addition

1. Select  then enter the first number
2. Select 
3. Select  then enter the second number
4. Select 

*Answer will be revealed!*

first number + second number = answer






## Subtraction

1. Select  then enter the first number
2. Select 
3. Select  then enter the second number
4. Select 

*Answer will be revealed!*

first number - second number = answer





## Multiplication

1. Select  then enter the first number
2. Select  to go back to Top Screen, then select 
3. Select  then enter the second number
4. Select 

*Answer will be revealed!*

first number x second number = answer

## Division

1. Select  then enter the first number
2. Select 
3. Select  then enter the second number
4. Select 

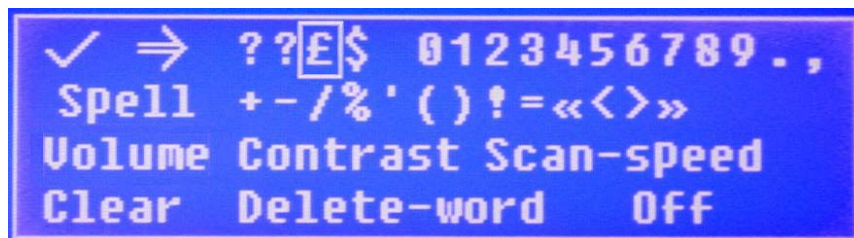
*Answer will be revealed!*

first number / second number = answer











# Playing pre-stored tunes

This exercise will teach you how to play tunes on the Lightwriter

functions  
used:









(page 2)

1. Select  then   
(or  then  then , if £ does not appear on top screen)  
Screen says 
2. Select  to go to first tune.
3. There is a choice of tunes including:
  - *Beethoven's 5<sup>th</sup>*
  - *Happy Birthday*
  - *Rule Britannia*
  - Scroll through list by selecting 
  - Go back through list by selecting 
  - Select  to play the tune.













## Practice Sheet: *Introduction*

Try these tasks to practice:








1. Enter **your name**
2. Enter **your address**
3. Enter **your phone number** – *notice how it speaks it as a large number*
4. Enter **your phone number** putting a space between each number – *notice how it now speaks it correctly*
5. Deliberately spell your name incorrectly.  
Use  to delete incorrect letters, and then re-type your name correctly.
6. Deliberately spell your name incorrectly  
Use  then  to delete the last word, and then re-type your name correctly
7. Enter **your name**. Select  then , then press switch to turn Lightwriter on again.  
Selecting  will recall the last message.



## Practice Sheet - *Memories*

1. Select  and then   
*Listen to the message*
  2. Select  and then   
*Listen to the message*
  3. Select  and then   
*Listen to the message*
  4. Find the message  
*Hello how are you* (   )
  5. Find the message  
*Would you please ...* (   )
  6. Find the message  
*Say that again* (   )
- 

## Practice Sheet - *Storing Your Own Message*

1. Select  then to clear screen
  2. Enter your name
  3. Select  then  and then first letter of your name
  4. Select  to confirm saved
  5. *Now try it out!*
  6. Select  then  to clear the screen
  7. Select  and first letter of your name
-

## Practice Sheet - *Abbreviations*

Try to use logical abbreviations to make them easier to remember.  
e.g. How are you feeling? = HF

---

1. Select ➡ then Clear to clear screen
  2. Enter How are you feeling?=HF
  3. Select \* then \*
  4. Select + to save
  5. Select Y to confirm saved
  6. Now try it out!
  7. Select H F then Space
  8. Watch and listen!
- 

Now think of a phrase you would like to store.  
What is a logical abbreviation?

1. Select ➡ then Clear to clear screen
2. Enter phrase = abbreviation
3. Select \* then \*
4. Select + to save
5. Select Y to confirm saved

*Now try it out!*

1. Select ➡ then Clear to clear screen
2. Type in your abbreviation then Space

*Watch and listen!*

---

## Practice Sheet - *Calculations*

### Addition

$24 + 12$

$2106 + 346$

$18 + 21$

$821 + 889$

$108 + 43$

$42 + 2986$

### Subtraction

$106 - 84$

$4832 - 3971$

$2107 - 231$

$6261 - 384$

$96 - 63$

$5632 - 79$

### Multiplication

$63 \times 12$

$21 \times 23$

$48 \times 26$

$1042 \times 16$

$108 \times 13$

$57 \times 83$

### Division

$108 \div 9$

$144 \div 12$

$263 \div 8$

$1060 \div 106$

$1042 \div 20$

$2644 \div 22$

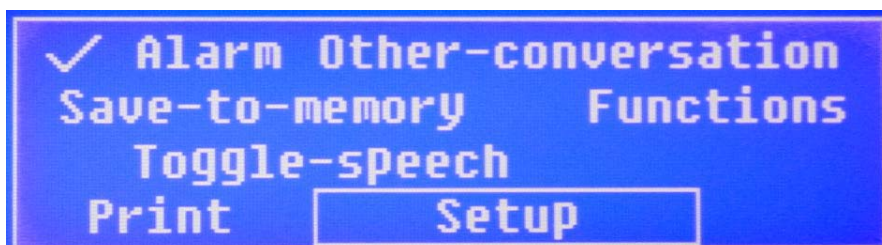
# **Part 2:**

# **Additional Functions**

# Changing the Setups

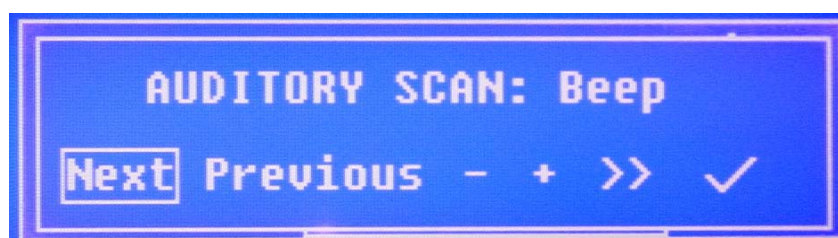
This exercise will teach you how to change the Lightwriter settings to suit your own requirements

functions  
used:



(page 3)

1. Select **⇒** then **⇒** then **Setup** to enter setups
2. The screen will change to:



3. To go to next setup: select **Next**
4. To go to previous setup: select **Previous**
5. To change the setting: select **+** to go to the next setting, or **-** to go to the previous setting.
6. Select **>>** to automatically step through the settings one step at a time, press switch again to stop.
7. Select **✓** to exit setups and return to Top Screen.